



# Parent Communication Guide

2025

## Communication Guide

The Shellharbour Anglican College Communication Guide provides a clear outline of the communication pathways used to keep students, parents, and families up to date with what is happening at the College.

### Overview

#### Priority Communication

Edumate Broadcast	Email / Phone / Letter / Daybook
<p>Edumate is the College's web-based management database. It gives parents access to:</p> <ul style="list-style-type: none"><li>• Newsfeed/Broadcasts<ul style="list-style-type: none"><li>- Daily Announcements</li><li>- Upcoming Events</li></ul></li><li>• The College Calendar (via Diary)</li><li>• Your child's details (including school phone, house, tutor/classroom teacher, year group)</li><li>• Your child's timetable</li><li>• Your child's Academic reports</li><li>• Senior School list of Upcoming tasks/Past tasks (with Task Results).</li><li>• Senior School Merit Awards</li></ul> <p>For further instructions on Edumate, view the Parent Manual available on the <a href="#">College website</a>.</p>	<p>For direct, fast communication parents may receive an email, phone call or letter to communicate:</p> <ul style="list-style-type: none"><li>• College updates from the Principal, Head of Junior and Senior School.</li><li>• Child Specific Updates</li><li>• Teacher/student communication for Senior School</li></ul>

#### Educational Platform

Seesaw	Canvas
<p><b>Used for Prep - Stage 3</b></p> <ul style="list-style-type: none"><li>• Updates on child's learning and class activities</li><li>• Direct communication with child's class teacher</li></ul> <p>A child specific code with instructions on how to download the app are distributed to parents at the beginning of the year.</p>	<p><b>Used for Senior School Year 7 to 12</b></p> <ul style="list-style-type: none"><li>• Teacher-student communication</li><li>• Classwork</li><li>• Submission of informal and formal tasks</li></ul>

## External Communication

Website	Social Media	Publication
<p><b>Information for Prospective Families:</b></p> <ul style="list-style-type: none"> <li>About the College</li> <li>Book a Tour</li> <li>How to Enrol</li> </ul> <p><b>Recruitment:</b></p> <ul style="list-style-type: none"> <li>Employment Opportunities</li> </ul> <p><b>Information for Current Families:</b></p> <ul style="list-style-type: none"> <li>Manuals, Policies and Forms</li> <li>Canteen</li> <li>Uniform Shop/s</li> <li>Bus Service</li> <li>Term Dates</li> <li>Link to Edumate</li> </ul>	<p><b>Facebook:</b></p> <ul style="list-style-type: none"> <li>Day to Day life at the College</li> <li>College Achievements</li> <li>Events</li> </ul> <p><b>Instagram:</b></p> <ul style="list-style-type: none"> <li>About the College</li> <li>College achievements</li> </ul> <p>(Only professional photographs used on Instagram)</p> <p><b>LinkedIn:</b></p> <ul style="list-style-type: none"> <li>Latest employment opportunities/updates</li> <li>Celebrating staff and student achievements</li> <li>Staff profiles</li> <li>Alumni profiles and information</li> </ul>	<p><b>Published bi-annually.</b></p> <p>The College digital newsletter magazine, available on the College website and shared via social media.</p> <p><b>Content can include:</b></p> <ul style="list-style-type: none"> <li>Message from the Principal and Executive team</li> <li>Student voice</li> <li>House representative major event updates</li> <li>College staff spotlight</li> <li>College Achievements</li> <li>Infrastructure Update</li> <li>Major Sporting achievements</li> <li>Alumni profiles</li> </ul>